

Academic Programs

Bookkeeping (Accounting) - Certificate (B70)

The Certificate program prepares students for entry-level accounting positions in private business and industry. This may include tasks related to bookkeeping, data entry, accounts payable, and accounts receivable. Students who want to progress in the accounting field should consider continuing on for an A.A.S. or transfer degree in accounting.

Work and Employment

Job positions that are available include: accounting clerk, bookkeeper, accounting assistant, trainee or technician. Continued economic growth in the region, resulting in increased business activity, should allow this field of employment to continue to grow.

Program Contacts at Sauk Valley Community College

- Geoffrey A. Lemay, CPA, MBA, Associate Professor of Accounting 815-835-6328

Total Hours Required - 16 Hours

Major Field Requirements - 16 Hours

- ACC101 - Financial Accounting (4 Semester Hours)
- ACC102 - Managerial Accounting (4 Semester Hours)
- CIS106 - Spreadsheet Software (3 Semester Hours)
- CIS109 - Introduction to Computers (3 Semester Hours)
- CIS220 - Computer Accounting (2 Semester Hours)

Suggested Program

First Semester - 7 Hours

- ACC101 - Financial Accounting (4 Semester Hours)
- CIS109 - Introduction to Computers (3 Semester Hours)

Second Semester - 9 Hours

- ACC102 - Managerial Accounting (4 Semester Hours)
- CIS106 - Spreadsheet Software (3 Semester Hours)
- CIS220 - Computer Accounting (2 Semester Hours)